POSITION ANNOUCEMENT
TENNESSEE DEPARTMENT OF HEALTH
Project Management Office Director (PMO Director)
Information Technology Services Division

The Mission of the Tennessee Department of Health (TDH) is: Protect, promote and improve the health and prosperity of people in Tennessee. The Department serves over 6.45 million Tennesseans, along with those who visit our state, are touched directly or indirectly by TDH operations. One in five, some 1.4 million people, are directly served each year through a network of 89 rural and six metropolitan county health departments, while others are impacted by inspections of restaurants, healthcare and related facilities; registration or receipt of vital records; protection from communicable illness; licensing of health professionals; specialized laboratory testing and other many other services and programs.

Description:
This position will provide direction and leadership to the project director responsible for leading a team of project managers, oversee the preparation and maintenance of the Information Systems Plan (ISP) and lead a team of Business Analysts to ensure Tennessee Business Solutions Methodology is followed to meet the requirements of the project sponsors.

Job Responsibilities:
The Project Management Office Director will report directly to the Executive IT Director in the Information Technology Services Division (ITSD).

- Manage the Project Director, Business Analysts and Business Solutions Architects and ensure all Department and ITSD policies, procedures and standards are adhered to.
- Evaluate, develop and implement organization changes to create leadership stability and sustainability.
- Monitor resource allocation; provide workload forecasts and staffing projects to ensure that the PMO is adequately staffed to meets the needs of current and future customers.
- Ensure all projects are completed with high quality standards, and an excellent level of customer service for all customers.
- Manage and facilitate the portfolio management process.
- Facilitate meetings and conference calls with the PMO, Stakeholders and Executive Leadership in the Department.
- Identify skill sets needed to complete projects tasks, assess whether project team members possess the necessary skills and if necessary work with functional manages to develop a training plan for project team resources to fill he knowledge gap.
- Develop and interpret organizational goals, policies, performance standards and procedures.

Minimum Qualifications:
Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree and ten years of professional level experience in project management. Included in the ten years of experience should be at least five years of managing project management staff and/or software development staff and three years of experience managing complex, large scale software development projects within cost and timeline projections. Advanced level of knowledge of project management best practices and methodologies is required (e.g., PMI PMBOK)

The ideal candidate would have in addition to the minimum qualifications:
- A current Project Management Professional (PMP) certification or other IT industry certifications (PMI-ACP, PSM I, PMI)
- Strong understanding of computer technologies
- Ability to anticipate, identify and overcome the technical risks involved with software product development
- Strong interpersonal skills
- Strong leadership and communication skills

This is an executive service position reporting to the Agency Deputy Chief Information Officer. Interested applicants should send a resume to Carole Sumner (Carole.Sumner@TN.gov). The State of Tennessee is an equal opportunity, equal access, affirmative action employer.